* SAVE AS the *Writers* document on the 8th grade webpage as ***Writers XX*** (XX are your initials) to Your Name on Leaddog, into your Computer Folder. Close all Internet Windows.
* Open your *Writers XX* file.
* Ctrl + Home to get to the beginning.
* Select the entire main Heading. (The whole line – use the margin area to select)
* Change the heading to All Caps
* Save
* Select the body of the document. Change the linespacing to a TRUE Double Space
* Select the entire 3rd paragraph.
* Cut the 3rd paragraph (Use your shortcut keys)
* Place your cursor at the beginning of the 2nd paragraph.
* Use your shortcut keys to paste the paragraph in its new location.
* Using CTRL, select the **four paragraph headings** on the SECOND page of report. *\*\*REMEMBER!! Do NOT select the Period.\*\**
* Underline the selected paragraph headings using shortcut keys
* Select the following titles using CTRL: *Little Women, Walden, Life in the Woods, The Scarlet Letter*
* Italicize the titles using shortcut keys
* Go to the beginning of document quickly
* Complete a spell check using the Review Ribbon. DO NOT spell check the Footnotes. *(You should find 2 spelling errors and a duplication error)*
* Save
* Place your cursor to the end of the last sentence that ends *…writers include:* (It is on the first page of report)
* Insert a 3x2 Table. *Don’t worry if the table is split between the pages. It will work out later.*
* Center your table on the page.
* Select the table and change the line-spacing to a TRUE Single space. Also, remove the table borders. Since you have removed the printable borders, be sure to “View Gridlines” so you can still see the cells.
* Change the width of the columns to 1.75.

|  |  |
| --- | --- |
| Author | Famous Work |
| Louisa May Alcott | Little Women |
| Henry David Thoreau | Walden |
| Nathaniel Hawthorne | The Scarlet Letter |
| Ralph Waldo Emerson | Nature |

* In the first cell, type **Author**. (tab) Type **Famous Work** (tab) Your cursor should be in the first cell in the second row. Type **Louisa May Alcott** (tab) Complete the table like shown below:
* Select the entire first ROW
* Using shortcut keys, BOLD the whole row
* Select just the first COLUMN. Using shortcut keys, Center the text inside the cells.
* Do the same for the 2nd column.
* SAVE
* Select all the book titles and Italicize using shortcut keys
* Ctrl HOME
* Insert a SECTION BREAK
* In Section 1 (On the 1st page) you need to format the VERTICAL alignment to CENTER.
* Type: The Writers of Concord. Be sure it is in All Caps and centered Horizontally.
* QS Return
* Type Your First & Last Name (Press Enter)
* Type: Explorers Club (QS Return)
* Insert Today’s Date (2nd from the top) Do NOT Update Automatically
* SAVE
* In Draft View, Click on the References Ribbon. Click “Show Notes”. This will open your Footnotes Pane @ bottom of your screen.
* Place your cursor inside of your footnotes and open your Footnotes Option Dialog Box.
* Click “Convert” You will want to convert all footnotes to Endnotes. Then Close. (Don’t insert)
* Place your cursor at the top of Section 2. Insert a page number on the Right side of the document.
* Change the status of your **section 2 header.**  You DON’T want it to link to the section 1 header.
* Go into Section 1 and DELETE the header.
* Format your page number in section 2 to begin with “1”.
* SAVE. Use your zoom to preview the pages of your document. How does it look?
* Print, Staple, turn into the tray